

For Pilot Only:

*Please note that all documentation and procedures are
subject to change throughout the VA EIMS Pilot.*

**VIRGINIA DEPARTMENT OF EDUCATION
EDUCATIONAL INFORMATION MANAGEMENT SYSTEM (EIMS)**

Student Data File Procedures

The deadline for submitting export file to PEM is

April 12, 2004

Contained in this document are procedures for creating the Student Data Files to be used in the Virginia Educational Information Management System Pilot. Each pilot Division is strongly encouraged to submit one file containing all students for all schools within their division (even if all schools are not participating in the pilot). This document defines the valid file formats that will be accepted.

All pilot divisions must submit a clean Student Data File by ***April 12, 2004*** to participate in the EIMS pilot.

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Introduction

The student data required for loading into EIMS includes the same data that is currently required on the student answer documents for the paper and pencil SOL testing. The required demographic data fields are listed in order and defined within this document.

We strongly encourage you to supply all student data records for every school within your division (regardless of each school's participation in the EIMS Pilot).

Student data will be loaded into EIMS via a process called Student Load. Divisions who are participating in the EIMS Pilot for 2004 can provide student data files beginning 3/30/04.

Data File

A student data file may be prepared and submitted using one of the following methods:

1. A completed Excel spreadsheet using the format described in this document,
2. A fixed-length ASCII text file exported from a student information system with data being provided in the order and format described in this document.

If student data files submitted for the Student Load process are not correctly formatted, the student data will be returned to the division for corrections.

When submitting your student data using options 1 or 2 as listed above, Pearson Educational Measurement is requesting that only one data file per division be submitted containing all students from all schools. Please name your electronic data file using the following naming conventions:

Format: ;DDD-DivisionName-MMDDYYYY-DEMO.ext

Example is: 123-VirginiaBeach-04052004-DEMO.xls

DDD = your 3-digit Division Code

Division Name = Division Name

MMDDYYYY = date file created

DEMO (hardcoded)

ext = .xls or .txt (depending on the type of file created)

*No spaces in the file name

Student Data Files can be submitted to Pearson Educational Measurement as described below. Please indicate the record n-count as a note in the email. We will use this as a double check when processing the file.

Via email (preferred method): Email a password protected zip file to PEM at vaeimsfilesonly@pearson.com. In addition, please send a separate email with the password to the same email address.

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Via overnight shipping: Overnight a CD or diskette (ensure that the package is traceable) to the address below.

Pearson Educational Measurement
2510 N. Dodge Street
Iowa City, IA 52245
VA EIMS, Mail Stop: 160

Pearson Educational Measurement has created a process for performing the required Student Loads. If Pearson Educational Measurement receives your "clean" student data file (properly formatted according to these procedures, within allowable character limits, and all required fields included) starting the week of April 12th, the data will be loaded into EIMS and will be available for division and school access the week of April 19th.

If student data files are not "clean," the data will be returned with an explanation, and the data file will **be required to be corrected and re-sent.**

Please note: The file should contain one record per student per division. If a student is in the student data file multiple times, multiple student records (and testing identifiers) will be created.

Data File Option #1 (based on eSOL layout) - Field Preparation

This data file option is an Excel spreadsheet. Please include the fields listed below, in the order given. Please do not include any extra columns to the right. Please do not include any blank rows after the last student record (this results in blank records during import).

Pull the data from your student information system into these specific Excel spreadsheet columns:

- | | |
|-------------------------|----------------------------------------------------------|
| 1. Student Last Name | 15. AYP Adjustment – N/A |
| 2. Student First Name | 16. Title I/TAS |
| 3. Middle Initial | 17. Student Category – Migrant |
| 4. Login ID – N/A | 18. Student Category –Homeless – N/A |
| 5. Region Code – N/A | 19. Student Category – Neglected or
Delinquent – N/A |
| 6. Division Code | 20. N-Code |
| 7. School Code | 21. LEP |
| 8. Subject Code – N/A | 22. Disability Status |
| 9. Group Name – N/A | 23. Filler – N/A |
| 10. Date of Birth | 24. SOA Adjustment – N/A |
| 11. Grade | 25. Career/Tech Ed & Tech Prep – N/A |
| 12. Race/Ethnicity | 26. Career/Tech Ed – Economically
Disadvantaged – N/A |
| 13. Gender | |
| 14. Division Student ID | |

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- | | |
|-----------------------------------------------------|------------------------|
| 27. Career/Tech Ed – Single Parent – N/A | 30. Filler – N/A |
| 28. Career/Tech Ed – Displaced Homemaker
– N/A | 31. Filler – N/A |
| 29. Career/Tech Ed – Nontraditional Career
– N/A | 32. Local Use #1 – N/A |
| | 33. Local Use #2 – N/A |

Notes:

- A. Fields in BOLD, also indicated as (REQUIRED), must contain a value. This value cannot be blank(s).
- B. Fields marked as (optional) indicate this must be provided, however the value may be blank(s).
- C. Fields marked as (N/A) indicates a value may be provided, however, this value is not used by the system during the pilot. If a value is not provided, this field must still be a column in the spreadsheet.

Field Definitions for Data File Option #1 (based on eSOL layout)

- 1. Student Last Name (REQUIRED):** This field must contain the student's last name. Last names are limited to 11 characters.
- 2. Student First Name (REQUIRED):** This field must contain the student's first name. First names are limited to 9 characters. First names *and* middle names should NOT be submitted in the Student First Name field.
- 3. Middle Initial:** The student's middle initial is not a required field. Middle initial must be only 1 character, if available. First names *and* middle names should NOT be submitted in the Student First Name field.
- 4. Login ID:** (N/A).
- 5. Region Code** (N/A)
- 6. Division Code (REQUIRED):** This field must contain the three-digit school division code that is assigned to your division by the state. This is the school division code of the Responsible Division. Leading zeros must be provided.
- 7. School Code (REQUIRED):** This field must contain the four-digit school code that is assigned to a particular school by the state. This is the school code of the Responsible School. Leading zeros must be provided.
- 8. Subject Code** (N/A)
- 9. Group Name** (N/A)
- 10. Date of Birth (REQUIRED):** This field contains the student's date of birth. The format of this field must follow the convention **MMDDCCYY** where MM is the 2-digit month, DD is the 2-digit day, CC is the century and YY is the 2-digit year. For example, if a student's date of birth were September 02, 1986, it would be entered into this field as 09021986. Please supply leading zeros in the month and day fields where appropriate and include a 4-digit year.
- 11. Grade (REQUIRED):** This field contains the student's grade level. The value applied to this field must be one of the following values: **PK, JK, KA, KP, KG, T1, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, UG or PG**. The leading zero must be provided if the student is in grades 01-09

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12. Race/Ethnicity (REQUIRED): This field contains the student's race/ethnicity. The value applied to this field should be one of the following. Students with origins in the Pacific Islands may choose to code Pacific Islander or Native Hawaiian.

- 1=American Indian or Alaskan Native
- 2=Asian or Pacific Islander
- 3=Black (Not of Hispanic Origin)
- 4=Hispanic
- 5=White (Not of Hispanic Origin)
- 6=Native Hawaiian/Other Pacific Islander
- 0=Unspecified

13. Gender (REQUIRED): This field contains the student's gender. The value applied to this field must be one of the following values: **F** or **M**.

- F=Female
- M=Male

14. Division Student ID (REQUIRED): This field contains the student number as stored in your local student database. Student numbers can be up to 12 digits in length. **Do NOT add the division code in front of the student number (unless that matches your local student database).** Leading or trailing zeros are **not** necessary.

15. AYP Adjustment: (N/A)

16. Title I/Targeted Assistance Services: (optional) Select the appropriate subject area if the student is receiving Targeted Assistance Services under Title I. The subject areas located in the drop-down menu in which the student is receiving targeted assistance are as follows:

- 01=Reading
- 02=Math
- 03=Reading and Math
- 04=Science
- 05=History

Students attending schools with school-wide Title I programs should **not** have a value in this field. See the division Title I Coordinator for more information if needed. If you have additional questions, please contact the PEM VA EIMS Customer Service Center by phone (1-888-269-5242) or by email (reportingsolutions@pearson.com).

17. Student Category-Migrant: (optional) This field should contain a **Y** if the student is classified as Migrant.

18. Student Category-Homeless: (N/A)

19. Student Category-Neglected or Delinquent: (N/A)

20. N-Code: (optional) This field should be used for a student who is eligible for either free or reduced-price lunch. If applicable, the value applied to this field must be one of the following:

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A=Free Lunch

B=Reduced-price Lunch

21. LEP (Limited English Proficient): (optional) This field should contain a **Y** if the student is classified as limited English proficient (LEP).

22. Disability Status: (optional) The disability status field must be used for any student who is identified as having a disability and is provided an accommodation specified in an IEP or 504 Plan. Provide the appropriate two-digit student disability status code as listed below (**01-10** or **12-16**, 11 is not valid). Leading zeros must be provided.

01=Mental Retardation

02=Severe Disabilities

03=Multiple Disabilities

04=Orthopedic Impairment

05=Visual Impairment (including blindness)

06=Hearing Impairment/Deaf

07=Learning Disability

08=Serious Emotional Disturbance

09=Speech/Language Impairment

10=Other Health Impairment

11=Physical Disability

12=Deaf-Blind

13=Autism

14=Traumatic Brain Injury

15=Otherwise Qualified Handicapped Under Section 504

16=Developmental Delay (through age 8)

23. Filler – (N/A)

24. SOA Adjustment: (N/A)

25. Career/Tech Ed Course & Tech Prep Program: (N/A)

26. Career/Tech Ed-Economically Disadvantaged: (N/A)

27. Career/Tech Ed-Single Parent: (N/A)

28. Career/Tech Ed-Displaced Homemaker: (N/A)

29. Career/Tech Ed-Nontraditional Career: (N/A)

30. Filler – (N/A)

31. Filler – (N/A)

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32. Local Use #1: (N/A)

33. Local Use #2: (N/A)

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Data File Option #2 (based on Harcourt layout) – Field Preparation

This data file option is a fixed length ASCII record. Please use the record layout below to format the student data. Each record must end with a Carriage Return and Line Feed – including the last student record in the file.

ASCII Fixed format

FIELD POSITION	FIELD LENGTH	A=Alpha n=Numeric b=Blank	DESCRIPTION AND CODE	COMMENT
<u>FIRST</u> <u>LAST</u>	<u>LENGTH</u>			
01 18	18	A/b	Division Name (<i>left-justify</i>)	N/A
19 27	09	b	Filler	Blank
28 30	03	n/b	Division Code Number (<i>right-justify</i>)	REQUIRED
			(<i>This should be the Division Code of the Responsible Division</i>)	
31 48	18	A/b	School Name (<i>left-justify</i>)	N/A
49 56	08	b	Filler	Blank
57 60	04	n/b	School Code Number (<i>right-justify</i>)	REQUIRED
			(<i>This should be the School Code of the Responsible School</i>)	
61 78	18	A/n/b	Group or Teacher Name (<i>left-justify</i>)	N/A
79 80	02	b	Filler	Blank
81 90	10	n/b	Group or Teacher Code (<i>right-justify</i>)	N/A
91 92	02	A/n/b	Grade	REQUIRED
			01 = Grade 1 05 = Grade 5 09 = Grade 9	
			02 = Grade 2 06 = Grade 6 10 = Grade 10	
			03 = Grade 3 07 = Grade 7 11 = Grade 11	
			04 = Grade 4 08 = Grade 8 12 = Grade 12	
			also, PK, JK, KA, KP, KG, T1, UG, PG	
93 103	11	A/b	Student's Last Name (<i>left-justify</i>)	REQUIRED
104 112	09	A/b	Student's First Name (<i>left-justify</i>)	REQUIRED
113 113	01	A/b	Student's Middle Initial	optional
114 123	10	b	Filler	Blank
124 125	02	n	Month of Birth (Use two characters: 01=Jan., 02=Feb., etc.)	REQUIRED
126 127	02	n	Date of Birth (Use two characters: 01, 02, 03, etc.)	REQUIRED
128 129	02	n	Year of Birth (Use last two numbers of year: 88, 89, etc.)	REQUIRED
130 130	01	A	Sex/Gender (F=Female, M=Male)	REQUIRED
131 135	05	n/b	*LOCAL USE # 1 field:	
131 131	01	n/b	Blank or @	N/A
132 132	01	n/b	Blank or @	N/A
133 133	01	n/b	Blank or @	N/A
134 134	01	n/b	Blank or @	N/A
135 135	01	n/b	Blank or @	N/A
136 136	01	b	Filler	Blank

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137	140	04	n/b	*LOCAL USE #2 field:	
137	137	01	n/b	Blank or @	N/A
138	138	01	n/b	Blank or @	N/A
139	139	01	n/b	Blank or @	N/A
140	140	01	n/b	Blank or @	N/A
141	141	01	b	Filler	Blank
142	156	15	n/b	For Scoring Center Use	N/A
157	168	12	n	Division Student ID (<i>right-justify</i>)	REQUIRED
169	169	01	n/b	Ethnicity	REQUIRED
				1 = American Indian or Alaskan Native	
				2 = Asian or Pacific Islander	
				3 = Black, Not of Hispanic Origin	
				4 = Hispanic	
				5 = White, Not of Hispanic Origin	
				6 = Native Hawaiian/Other Pacific Islander	
				0 = Unspecified	
170	170	01	n/b	**LEP Status	Optional
				Blank = Not applicable to this student	
				1 = LEP Student	
171	172	02	n/b	**Primary Disability Status	Optional
				00 = No Disability	
				01 = MR (mental retardation, both TMR and EMR)	
				02 = SPD (severe and profound disabilities)	
				03 = MD (multiple disabilities)	
				04 = OI (orthopedic impairment)	
				05 = VI (visual impairment)	
				06 = HI (hearing impairment)	
				07 = LD (learning disability)	
				08 = SED (serious emotional disturbance)	
				09 = SLI (speech or language impairment)	
				10 = OHI (other health impairment)	
				11 = PD (physical disability)	
				12 = DB (deafness and blindness)	
				13 = A (autism)	
				14 = TBI (traumatic brain injury)	
				15 = 504 (otherwise "qualified handicapped" under section 504 of <i>Rehabilitation Act of 1973</i>)	
				16 = Developmentally Delayed (through age 8)	
173	192	20	b	Filler	<u>MUST BE LEFT BLANK</u>
193	194	2	n/b	Title I / Targeted Assistance	Optional
				01=Reading	
				02=Math	

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				03=Reading and Math	
				04=Science	
				05=History	
195	195	01	a/b	Free Lunch	Optional
				Y=Yes, Blank=no	
196	196	01	a/b	Reduced Lunch	Optional
				Y=Yes, Blank=no	
197	197	01	a	Student Category – Migrant	Optional
				Y=Yes, Blank=no	
198	198	01	a/b	Career/Tech Ed Course	N/A
199	199	01	a/b	Tech Prep Program	N/A
200	200	01	a/b	1	N/A
201	201	01	a/b	2	N/A
202	202	01	a/b	3	N/A
203	203	01	a/b	4	N/A
204	204	01	a/b	Other 5	N/A
205	205	01	a/b	Other 6	N/A
206	230	25	A/n/b	Additional User Information	N/A
231	232	02	A/n/b		N/A
233	241	09	A/n/b		N/A
242	246	05	n/b		N/A
247	254	08	A/n/b		N/A

(Note to reader: This is the end of the record layout)

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Diskette or CD-Rom Formats

Although a password protected zip file is the preferred method for submitting Student Data Files to PEM, the file may also be submitted via CD Rom or Diskette.

File Option #1 or #2 can be shipped via diskette or CD-ROM using the specification described below.

Diskette File Characteristics:

- 3½" / 1.44M
- Standard MS-DOS / PC-DOS text file format
- Each student record must end with a CRLF (carriage return, line feed - if using the ASCII Fixed format)
- Filename = (refer to page 1 for file format directions)
- Record Length = 254 (if using the ASCII Fixed format)
- Recording mode = ASCII (if using the ASCII Fixed format)

or

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CD-ROM File Characteristics:

- Standard MS-DOS / PC-DOS text file format
- Each student record must end with a CRLF (carriage return, line feed - if using the ASCII Fixed format)
- Filename = (refer to page 1 for file format directions)
- Record Length = 254 (if using the ASCII Fixed format)
- Recording mode = ASCII (if using the ASCII Fixed format)

Shipping Information

Student Data Files can be submitted to Pearson Educational Measurement as described below. Please indicate the record n-count as a note in the email. We will use this as a double check when processing the file.

Via email (preferred method): Email a password protected zip file to PEM at vaeimsfilesonly@pearson.com. In addition, please send a separate email with the password to the same email address.

Via overnight shipping: Overnight a CD or diskette (ensure that the package is traceable) to the address below.

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